

<b>REPORTS INVENTORY</b>						CONTROL NO.  <div style="text-align: right; font-size: 1.2em;">072</div>	
<b>PREPARE IN DUPLICATE</b>							
1. TITLE OF REPORT (If a fill-in report include Form No.) <b>SAFEHOUSE USAGE REPORT</b>						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED  1		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Semi-Annual			6. DISTRIBUTION (No. of components not number of copies)  1		
7. FORMAT (memorandum, form computer print-out, etc)  Ditto Form		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT Memo Request, Safehouse Br., RE&CD/OL		
10. PREPARING COMPONENT (include lowest level contributing information to report)  Safehouse Manager				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
<b>12. COST FACTORS</b>							
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
12	\$ 7.96		3		23.88		2 47.76
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>							
TOTAL COSTS PER YEAR						\$47.76	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Reportedly this is required by DDS.  <div style="text-align: right;">25X1</div>							
<b>14. FUTURE GOALS</b> <span style="float: right;">25X1</span>							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE <div style="text-align: center; margin-top: 5px;">No Authority to Change</div>						ESTIMATED SAVINGS <div style="display: flex; justify-content: space-between;"> <div>MAN-HOURS</div> <div>DOLLARS</div> </div>	
16. DATE OF INVENTORY  8 Oct. 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  Chief, Logistics Br. / A&TS/OS					18. EXTENSION  